



**May
2014**

FMIS Informer

SPAG Meeting - MAY 15, 2014

Please mark your calendars to attend the next SPAG meeting on May 15th, 2014 at 9 AM. The May SPAG meeting will be held at MDOT Headquarters in Harry Hughes Suites 1 & 2. See you there!

****There is a new protocol for visitors to MDOT Headquarters obtaining access into the building. ALL non-MDOT employees must have a visitors badge, so everyone that is planning on attending the May SPAG meeting must RSVP to Jamie.Tomaszewski@maryland.gov that they are coming by Monday, May 12th. The list of attendees will be provided in advance to the security desk, so they will have your visitor name badge ready when you arrive.**

ADPICS/PUG COMMITTEE - MAY 15, 2014

DOIT Office, 45 Calvert Street, Annapolis, MD, Conference Room 427B @ 1:30 p.m.

Minutes from last Meeting can be found on BBS -
https://www.dbm.state.md.us/bbs/forum.asp?forum_id=2&forum_title=ADPICS+Meeting+Minutes

**User name: bbsuser
Password: bbsstate1**

****NOTE: To connect and call in remotely from your desk:**

1. Enter <http://www.intercall.com/iumGo>
2. In the right corner, click JOIN MEETING.
3. At Moderator's User Login enter [5012161452](#).
4. Click Join As Participant.
5. When prompted, select Dial In Now.
6. Dial [\(855\) 297-3227](#) and enter the Conference Code: [2836957129](#) followed by #.

****NOTE:** Please enter your name and agency when calling.

ANSWERS - Not just MBE Reports

Have you visited the ANSWERS website recently (<https://net.md.gov/apps/answers/>)? It contains more than just MBE Reports. There are several other ADPICS reports that can be run and downloaded to Excel.

- **PCH355 Contracts Management**
- **PCH060 - PCH062 Procurement Award Dollars**
- **PCH065/PCH067 SBR Expenditure Detail/Summary**
- **PCH068 SBR Procurement**
- **BPO Detail**
- **PCH709 - PCH716 MBE Procurement**
- **PCH717 - PCH721 MBE Payment**
- **MBE Analysis**
- **PCH210, PCH212 - PCH 213 Year End Close**

Directions for using ANSWERS is also on DoIT's website. Just watch the video! [ANSWERS Instructional Video](#)

Year End Close Documentation

See below for the links.

- [ADPICS Year End Close](#)
- [R*STARS Year End Close](#)

ADPICS Reminder - start to clean up your encumbrance balances and any unposted documents now.

R*STARS Reminder - start to clean up your appropriation balances and do not forget to set up your 25 Profile for FY 2015.

- The FY15 profiles were added April 11, 2014 however agencies are required to manually add their 25 profile for FY15. Easy Steps are located on DoIT's website: [Year End Close](#)

25 Screen. Recall your FY14 25 profile, then complete the following:

FY =	
15	LAST
MONTH/YEAR CLOSED: = 00 and 2014	EFF
START DATE: =	
07012014	REPORTING
MONTH/YEAR for 2015: Year must be 10 or greater.	

The **Document Financial Purge** is scheduled for Saturday, **May 17, 2014** in Production and UAT regions. CICSP51 and CICST5B regions will not be available on that Saturday.

This process will delete all documents from a fiscal year that were closed in the prior fiscal year(s). This program prevents the rolling of prior year documents into succeeding fiscal years.

Access to Rumba (R*STARS/ADPICS/ViewDirect)

Effective May 19, 2014, customers connecting to the Annapolis Data Center mainframe using the SwGI network (networkMaryland) for TN3270 access will need to change the IP address in their 3270 emulation software from 10.210.0.4 to 10.210.0.1. If you use a 'name' instead of an IP address to connect to ADC, your network administrator may need to make the change in your agency domain name server. Customers may begin using the new IP address immediately. After May 19, 2014 the old IP address will not work.

In addition, ADC supports and urges encrypted TN3270 connections. This is offered and supported over the INTERNET and SwGI. If your emulation software supports encryption using SSL/TLS you can specify port 20992 (over SwGI) in your configuration to obtain a secure connection to ADC, or to mf1.adcgateway.net port 10992 (over INTERNET).

If you have any questions or need additional information please contact Don Wells, [410-260-6276](tel:410-260-6276) dwells2@comp.state.md.us or Jim Roller, [410-260-7550](tel:410-260-7550) jroller@comp.state.md.us

All Bulletins can be found here: <http://adc.state.md.us/techbull/default.asp>

ADPICS Requisition and BPO Training June, 2014

Training will be held at the Annapolis Training Center located at 45 Calvert Street, Annapolis, Maryland, Room 7 in the basement. This requisition class is an all day session, 8:30 am - 4:30 p.m. The Blanket Purchase Order class is a 1/2 day session.

We have 3 sessions available for each course: Monday - Wednesday, June 5, 2014 - June 9, 2014 we will be holding Requisition training. Thursday and Friday of the same week there will be BPO training. First come, first serve. Please register using the links below. You will receive a 'Thank you' notice once registered. An email reminder will be sent one week prior to the class.

[Requisition Training June 9, 2014](#)

[Requisition Training June 10, 2014](#)

[Requisition Training June 11, 2014](#)

[BPO Training June 12, 2014 AM](#)

[BPO Training June 12, 2014 PM](#)

[BPO Training June 13, 2014 AM](#)

Please bring training material with you. It is located on DoIT's Website:

<https://doit.net.md.gov/servdesk/Pages/TrainingDocs.aspx>

Under the ADPICS Procurement - either Requisition Processing or Blanket Purchase Orders (2 documents)

If you have not used ADPICS before it is best to view the following for Screen Navigation: [ADPICS Screen Navigation](#)

The New Statewide Visual Communication Services Contract is now available for all State Agencies to use for interpretation services for the Deaf and Hard of Hearing

There are 4 Categories of Services:

- **On-Site Interpretation,**
- **On-Site Computer Assisted Real-Time Transcription (CART),**
- **Video Remote Interpretation (VRI), and**
- **Remote (CART).**

This contract provides Maryland State agencies (as well as Maryland's other non-State government entities such as the local governments, counties, municipalities, etc. and Maryland Not-for-Profits) with competent, continuously available visual communication.

Refer to the DBM website VCS Home Page for further information on how to utilize these services. The web link is below:

<http://dbm.maryland.gov/contractors/swcontracts/Pages/VCSContractHome.aspx>

For assistance with the Contract, please email Joy Epstein, Contract Administrator, at joy.epstein@maryland.gov.

Fixed Asset Depreciation FY 2014

For the remaining months of FY 2014, GAD will run the fixed assets depreciation on the following dates:

May 28, 2014

June 2014 depreciation run occurs as soon as all agencies complete recording FY 2014 fixed asset transactions in the Fixed Asset Subsystem.

R*STARS Fiscal Month Closing Dates for FY 2014

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

April: May 15, 2014 May: June 16, 2014

If an agency does not want to wait for GAD to close the month, the agency has the option to manually close on their own via the 25 profile.

FMIS Production On-Line Operating Hours

R*STARS/ADPICS: Monday through Saturday (except Wednesday) 6:30 a.m. to 6:30 p.m.

Wednesday: 6:30 a.m. to 4:00 p.m.

Sunday: The system is unavailable on Sundays.

Saturday, July 12, 2014: Saturday YEC batch cycles will begin and continue through Saturday, August 23rd. During this time, R*STARS/ADPICS will be available from 6:30 a.m. until 5:00 p.m.

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting purposes. This statement is also true when it is the last Friday of the month.

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. Please note—there is a 3 pm deadline to have interface files submitted.

Beginning January 3, 2014, AE and IAE will be available on the following schedule:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 14 October (04) → Present
IAE	Every Fri.	FY 14 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 13 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2003 – 2012 available through special request.</i>		

**Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.